

VM Finance Group is a Bulgarian economic group which manages a portfolio of 10 companies in various industries, including FMCG distribution, logistics, media, advertising and education. A high recognition for our impeccable business reputation, effective strategy and continuous improvement is the award “The most outstanding family business in CEE” we received in 2015 by the Vienna-based Bank Gutmann.

As a result of our rapid expansion and constant striving to be a market leader, we offer the individuals who share this aspiration to join our team on the position:

HR and Internal Communication Trainee/Intern

Your mission is to:

- Work collaboratively with colleagues across the Group to help create compelling, clear, consistent, timely communications content that delivers a balanced flow of information across multiple channels, including emails, newsletters, face-to-face meetings, SharePoint, etc.;
- Actively source, research and write content for all available communication channels;
- Be responsible for publishing information on our intranet portal – SharePoint
- Prepare official external communication in Bulgarian and English;
- Participate in career fairs and other events in order to promote VM Finance Group as a best place to work;
- Participate in corporate events organization.

You are the right candidate if you have:

- Bachelor or Master’s degree in Journalism, Communication, English Philology or Media;
- Excellent writing, editing and proofreading skills in Bulgarian and English, with great attention to detail;
- Ability to communicate ideas in different formats and situations for different audiences;
- Strong organizational skills and the ability to manage a number of tasks simultaneously, meeting challenging deadlines and changing priorities;
- Ability to work well both independently and as part of a team;
- Creative thinker who is comfortable contributing new ideas;
- Experience working with SharePoint is a plus;
- Strong motivation and eager to learn.

What you can expect?

- Career development in large organization with companies from various business sectors;
- Being part of an HR team with very broad range of competences and expertise;
- Intern contract with option to convert to full Time employment contract;
- Dynamic work including focus on relationships with employees and variety of tasks;
- Very good working conditions.

If you are interested in the position of HR and Internal Communication Trainee/Intern, please send your resume by **30.10.2017** to email: MMincheva@vmfgroup.com. Your engagement, initiative and performance will be recognized.